
INSTRUCTIONS FOR *PRO HAC VICE* ADMISSION

As provided in Civil L.R. 11-3 an attorney who is not a member of the Bar of the Northern District of California, but who is an active member in good standing of the bar of another United States court or of the highest court of another state or the District of Columbia, may appear in an action in this district after he or she has been admitted to practice *pro hac vice*. Attorneys wishing to appear pursuant to Civil L.R. 11-3 are requested to comply with the following procedures. (Separate procedures for admission to practice *pro hac vice* at the U.S. Bankruptcy Court are available: [click here](#) for more information.) Please note that each *pro hac vice* admission is limited to a single action or group of cases previously related or consolidated by the Court. For your convenience, the following attachments are posted below as .pdf files: Civil L.R. 11-3, Application for Admission *Pro Hac Vice*, and Proposed Order Granting Application for Admission of Attorney *Pro Hac Vice*. The application forms may be completed and printed directly from the site.

1. Complete the Application for Admission of Attorney *Pro Hac Vice* in its entirety. Please note that your signature will be considered an application on oath that you have complied with each of the admission requirements delineated on the form and that you will abide by the conditions of admission described in the Civil L.R. 11-3.
2. Complete all portions of the Proposed Order Granting Application for Admission of Attorney *Pro Hac Vice*. With the exception of applicants admitted to practice in the District of Columbia, a *pro hac vice* applicant must include a specific court to which he or she is admitted to practice (i.e., a specific federal district court or highest state court). Below the signature line, type in the name of the Judge assigned to the case. Do not include the date.
3. Mail or deliver to the Office of the Clerk in which the action is pending an original and two copies of each form, along with two stamped, self-addressed return envelopes. (If you present the completed forms in person, you need only provide a single return envelope. You will be given a conformed copy of each document at the time of filing.)
4. Upon application, provide a filing fee in the amount of \$210.00. Checks should be made payable to "Clerk, U.S. District Court."
5. If approved, a conformed copy of the signed order will be mailed to you. You are responsible for serving a copy of the order upon all other parties to the action.
6. If your application is rejected, you will be notified by the Clerk. Your admission fee will be refunded upon written request to the Clerk.
7. Following admission, all papers submitted for filing shall indicate appearance *pro hac vice*, immediately following the identifying information required by Civil L.R. 3-4.
8. Counsel are advised to obtain a copy of the Local Rules of the Northern District of California, available without charge from the Clerk's Office or from the Court's Internet site.